

Paper Title

First Name Last Name, Company, Location (San Francisco California)

Second Author First and Last Name, Company, Location

ABSTRACT (All caps)

Objectives of your abstract paragraph. This section should allow the reader in less than 2 minutes to determine if this paper addresses issues that are of common concern and that a reader will gain some efficiency by reading the work—it is the punch line of your research: *Field observations showed that wearing red shoes made a difference in people's self perception.*

Introduction (Level A)

What was the thinking behind the research, how did you frame the issue and what approach did you use to address the issue?

Headings (Level A, example 14 pt)

Level A headings should be flush left to the column, 14 pt font and bold. There should be one blank line before and after each new Level A heading. Paper Headings (including subheadings) should not be left hanging at the bottom of a page. No widows please.

Subhead (Level B, example 12 pt)

Level B subheads should be positioned flush left to the column, 12pt font and bold. There should be one blank line before and after each new subhead.

Subhead, Level C. This is an example of a third level heading—no carriage return after heading. There should be one blank line before the start of this heading.

Body or Paragraphs

Indent the first line of each new paragraph (.5"). Use left/right justification, letting the text wrap—no hard returns except when starting a new paragraph. There should be no blank lines between paragraphs.

Footnotes or Endnotes—Your choice

Please use superscripted numbers (1, 2, 3, etc.) for footnotes and endnotes. The footnote should appear on the same page it was referenced on. Footnote should be flush left to the column. There should be no space between footnotes.

Endnotes should be listed numerically and consecutively. Endnotes should appear on a separate Endnotes or References page at the end of your paper. All first Endnote references must be cited in full. Subsequent references of the same work may be shortened to include only the author's last name and page number. If the source cited has no author stated, use whatever minimal information is needed to identify the same work previously cited, e.g. short title and page number.

Tables

Identify each table with a bold numeric reference and place it flush left at the top of your table (i.e., **Table 1**). Use a single rule around your table. There should be one blank line before and after your table.

Table 1. Example of a Sample Table and the Table Caption

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

Figures

Include a flush left caption for the figure and place it at the bottom of the graphic (i.e., **Figure 1**). There should be one blank line before and after your figure. Figures and Tables should be referred to by number when cited in the text.

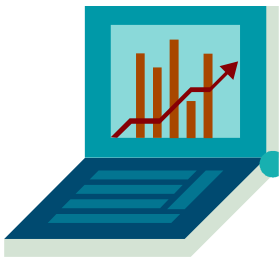


Figure 1. Example of a Figure

Endnotes

Use “Endnotes” as a heading name, with your listing that follows in the base font size (12pt). There should be one blank line between each reference. Refer to the examples below.

Smith, Robert J. and Nancy A. Jones 1991. “Writing a Better Paper.” *Association News*, June: 67-75.

Speaker, David L. 1988. “Presenting a Technical Paper.” *The Association Conference*. Edited by Arthur Jones and T.A. Johnson. New York: Knowledge Press.